

# Montana Family Planning Program

## Policy Updates – September 2019

Review and or add/delete the policies listed below. Sign and retain this page in your Administrative Manual with policy 1.1 to acknowledge receipt of updates.

### Administrative Manual

#### Updated Policies

Instructions: Review old versions of these policies and replace with the new policy versions attached.

- ☐ Table of Contents
- ☐ Revision Page
- ☐ 1.2 **DPHHS and State Family Planning Structure and Management** – added requirement for physical and financial separation from abortion services.
- ☐ 1.5 **Prohibition of Abortion** – full revision
- ☐ 2.7 **Scope of Family Planning Services** – added language to match requirements as they are outlined in subrecipient contracts
- ☐ 2.10 **Mandatory Reporting** – full revision
- ☐ 2.12 **Human Trafficking** – full revision
- ☐ 2.15 **Client Centered Services** – added note about referral linkages with culturally competent primary care provider
- ☐ 2.18 **Adolescent Counseling** – full revision
- ☐ 3.3 **Charges, Billing, and Collection** – removed requirement that third party billing be initiated in 60 days and changed to a recommendation
- ☐ 3.4 **Determination of Income** – added procedure #5, considerations for underinsured women, and adolescents #3, requirement to document family involved for consideration of adolescents on the basis of their own income
- ☐ 4.3 **Training Policy** – total revision
- ☐ 8.8 **Sample Determination in Income Policy** – added considerations for underinsured women

#### Deleted Policies

Instructions: Remove these policies from your Administrative Manual.

- ☐ 8.10 Sample Orientation Education and Workforce Development
- ☐ 8.11 Sample Orientation Checklist
- ☐ 8.12 Acknowledgement Statement

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### New Policies

Instructions: Add these policies to your Administrative Manual.

- ☐ 4.5      Annual Acknowledgment Statement

Clinic Signature:

Date: